

Membership Committee



Randall Furrow, Chair

Thursday, February 13, 2008
5:00 pm to 6:00 pm
Public Health
4041 North Central Avenue, Phoenix
15th floor, Joshua Room

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Meeting Minutes

Attendance

Committee Members *AT: Attended* *AB: Absent* *EX: Excused* *ALT: Alternate Present*

AT Barr Jenkins AT Charlton Wilson AT Fernando Kitcheyan AT John Hasna

AT Kelli Houston AT Larry Stähli AT Randall Furrow AT Ron Hill

Guests

Support Staff: John Sapero

Welcome, introductions and declarations of any conflicts-of-interest

Randall Furrow called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Randall Furrow determined that quorum was established, with eight of eight members present at 5:08 pm.

Review of the meeting minutes and action items from prior meetings

The committee silently read the summary minutes from the January 9, 2008 meeting. Barr Jenkins related that he was in attendance at the last meeting.

Committee Chair update

Randall Furrow related that he had no update at this time.

Funding is provided by the United States Department of Health and Human Services, the Ryan White HIV/AIDS Treatment Modernization Act of 2006 and the Maricopa County Department of Public Health.

All of the documents discussed may be requested from Planning Council Support.

The committee may vote to go into Executive Session for the purpose of discussion or consultation for legal advice with the County attorney or attorneys on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3).

MEETING MINUTES *continued*

Determination of executive session

MOTION: Larry Stähli moved to go into executive session to discuss the following items confidentially:

- Review the current membership profile to ensure appropriate representation on the Council, as mandated by HRSA and the Planning Council Bylaws;
- Determine current members who are at risk of voluntarily resigning from the Council or any committee due to excessive absences, and what action to take;
- Review of applications for membership to the Council, including re-applications from existing members and alternate designations;
- Determination of applicants to be interviewed;
- Review of completed interviews to determine recommendations for appointments and committee assignments;
- Determination of any recruitment strategies needed to meet membership goals.

Kelli Houston seconded.

DISCUSSION: None.

OUTCOME: The motion passed and executive session began at 5:10 pm.

The executive session ended at 5:29 pm. Randall Furrow related that the committee had reviewed applications submitted by Tim Haney and Jared Vega and had interviewed these individuals before today's meeting.

MOTION: Larry Stähli moved to recommend Jared Vega and Tim Haney to the full Planning Council for approval. If approved, these individuals would be forwarded to the BOS for appointment. Kelli Houston seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Policies and Procedures review

Randall Furrow discussed that he had reviewed the Committee's policies & procedures document and recommended the following revisions:

- Change Titles to Parts
- Remove calendar section from the document
- p.5, Other Mandates: add number 11: Co-infected Hep B&C
- p.6, Number 8: Number E needs to be rephrased to reflect term limits.
- P8, Interview process #A: Panel of at least three members - rephrase to two or more
- p.9, section XI: 10 to 15 consistent open-ended questions - change to six open-ended questions. Scale change to 0 - doesn't meet expectations, 1-meets expectations, 2- exceeds expectations
- p. 9, section XII 12: Fix scale

MOTION: Larry Stähli moved to accept the discussed changes and forward the revised document to the Rules Committee for review. Barr Jenkins seconded.

MEETING MINUTES *continued*

DISCUSSION: Barr Jenkins asked if individuals are notified if their membership is terminated. Kelli Houston replied that the document discusses that individuals are notified of any changes in their membership status.

OUTCOME: The motion passed.

Determination of agenda and action items for the next meeting

Agenda Items for the next meeting (other than standard agenda items for this committee):

Review of new applications (if any)

Committee Policies and Procedures Review - regarding Randall's changes and Exit Interview

Exit Interview Review

Training Needs Survey

Action Items to be completed by the next meeting

Task	Assigned To
Add training needs survey to full PC meeting agenda in March	John Sapero
Schedule New Member Orientation	John Sapero
Develop draft training survey	John Hasna

Current events summaries

Ron Hill discussed that he has been asked to perform the closing prayer at an African American faith-based community event in March.

Call to the public

John Sapero discussed that he is the co-Chair for AIDS Walk 2008, which will occur on October 5. The steering committee is recruiting volunteers for corporate sponsorship recruitment, and corporate and school team management.

Adjourn

The meeting adjourned at approximately 5:59 pm.